

The Mississippi State Department of Health, Office of Policy Evaluation is seeking to fill a Staff Officer I position, Policy Analyst. The Policy Analyst's responsibilities will include reviewing and processing various agency agreements, such as subgrant agreements and fee for service agreements. Responsibilities also include assisting in the preparation and publication of agency forms, policy manuals, and plans, as needed. Applicants should be familiar with the requirements of Uniform Guidance in their review of subgrant agreements.

Qualifications: A Bachelor's Degree from an accredited four-year college or university and six (6) years of special experience defined below, two (2) years of which must have been in line or functional administrative or advanced supervision.

Substitution Statement: Above high school or equivalent (GED or High School Equivalency Diploma), related education and special experience may be substituted on an equal basis, except there shall be no substitution for the two (2) years of line or functional administrative or advanced supervision.

Special Experience: Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Those interested in applying for the position should send their resume to recruitment@msdh.ms.gov with "Policy Evaluation Position" in the email subject.

MSDH is an Equal Opportunity Employer